

Brown County
Position Description

Position Title: Bookkeeper /Office Manager
Position Number: 2201

Department: Highway

Reports to: Superintendent

Pay Grade: 8

Position Summary

Under limited supervision as the only office employee, maintains and manages financial records for the Highway Department and performs a variety of administrative duties.

Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answer telephone and serve as receptionist to the public providing assistance and direction to the proper department or person.
- Sign for deliveries. (UPS, Stone, Uniforms, etc.)
- Pick up mail from Post Office and paperwork from Auditor.
- Track and order diesel fuel and gas for the County and prepare the monthly fuel report and necessary claims.
- Order office, safety, and other general supplies.
- Prepare deposits, claims and monthly report of collections for Auditor's office.
- Prepare transfers and additional.
- Maintain ledgers in accordance with SBOA.
- Assist with preparing the annual budget and the annual year end report.
- Maintain personnel records and track vacation, personal and sick time and prepare and maintain records of payroll.
- Process driveway permits and employment applications.
- Balance Employee "Pop Fund" Checking Account.
- Required to maintain office hours when other County offices are closed due to hazardous/emergency conditions.
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Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively with supervisors, co-workers, county personnel, and the general public verbally and in writing.
- Ability to keep accurate records and prepare detailed reports.
- Ability to perform mathematical calculations relevant to standard bookkeeping procedures.
- Ability to operate a variety of office equipment, computer software and a two-way radio.
- Ability to operate a motor vehicle and required to maintain a valid Indiana Driver's License.

Necessary Training and Experience:

High School diploma or equivalent with one to two years bookkeeping and administrative experience.

In evaluating candidates for this position, the County may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities required to perform the essential job functions.